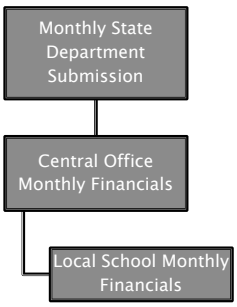
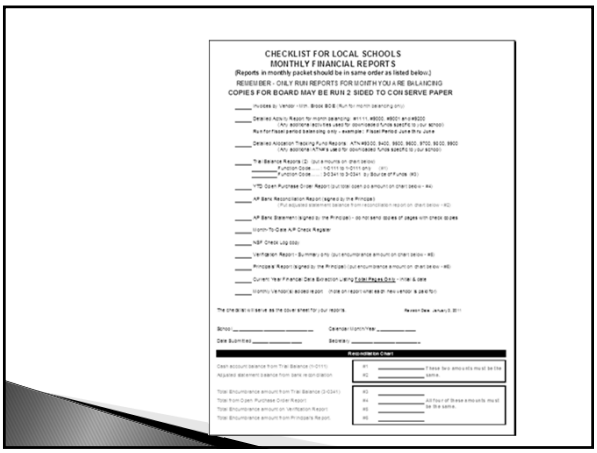
LSA Monthly Financial Reporting

Lois Stephenson
Mountain Brook City Schools
November 2017

Why do I have to do that?



How do I get through the monthly closeout with my sanity intact?



CHECKLIST FOR LOCAL SCHOOLS
MONTHLY FINANCIAL REPORTS
(Reports in monthly packet should be in same order as listed below)
REMEMBER - ONLY RUN REPORTS FOR MONTH YOU ARE BALANCING
COPIES FOR BOARD MAY BE RUN 2 SIDED TO CONSERVE PAPER

____ Invoices by Vendor - Hdr/Dtl - Gross $Oil (Run for month balancing only)
____ Detailed Activity Report for month balancing: 40111, 46000, 46001 and 46200
(Any applicable activities used for downloaded funds specific to your school)
Run for fiscal period balancing only - example: Fiscal Period June thru June
____ Detailed Allocation Tracking Fund Reports: ATN 46000, 8400, 9600, 9650, 9700, 9800, 9900
(Any applicable ATNs used for downloaded funds specific to your school)
____ Trial Balance Reports (2) - (list amounts on chart below)
_____Function Code ____ - 10-111 to 0-1111 only - (#1)
_____Function Code ____ - 3-0341 to 3-0341 (L) Source of Funds (#2)
____ YTD Open Purchase Order Report (put total cost (c) amount on chart below - #4)
____ AP Bank Reconciliation Report (signed by the Principal)
(Put adjusted statement balance from reconciliation report on chart below - #3)
____ AP Bank Statement (signed by the Principal) - do not send copies of pages with check copies
____ Month-To-Date A/P Check Register
____ NSF Check Log (opt)
____ Verification Report - Summary only (put encumbrance amount on chart below - #5)
____ Principal Report (signed by the Principal) (put encumbrance amount on chart below - #6)
____ Current Year Financial Data Extraction Using Form Pages Only - (Hdr & data
____ Monthly Vendorize access report - (hide all report lines except Vendorize section)

The checklist will serve as the cover sheet for your reports. Revised Date: January 5, 2011

School _____ Calendar Month/Year _____
Date Submitted _____ Secretary _____

Reconciliation Chart

Cash account balance from Trial Balance (1-0111): #1 _____ If these two amounts must be the
Adjusted statement balance from bank reconciliation #2 _____ same.

Total Encumbrance amount from Trial Balance (3-0341): #3 _____
Total from Open Purchase Order Report: #4 _____ All four of these amounts must
Total Encumbrance amount on Verification Report: #5 _____ be the same.
Total Encumbrance amount from Principal's Report: #6 _____

Basic Monthly Items to Review

- Bank Statement Reconciliation
  - Other Reconcilable items from prior month reviewed
  - Outstanding stale dated checks reviewed

Verification Report

LS/VIRF: Verification Report (v3.06)

Cost Center _____ Sort By Activity

Fiscal Year 2012 Period July ☐ Include Account Detail ☐ Rpt Report

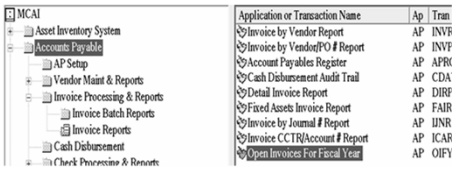
Beginning Balances	CORRECT
CCTR Control Accounts in Balance with Activity Accounts	CORRECT
Activity Balances in Balance with Assets and Liabilities	CORRECT
Open Purchase Orders	INCORRECT
Open Invoices	INCORRECT
Transfer-In Accounts in Balance with Transfer-Out Accounts	INCORRECT

Verification Report

- Encumbrances out of balance with open purchase orders.
- The majority of the time this out of balance situation can be resolved by rebuilding the encumbrance file. The rebuild feature is located on the General Ledger Menu under General Ledger Setup.

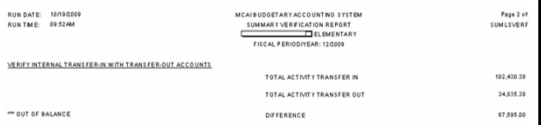
Verification Report

- Open Invoices



Verification Report

- Transfer In/Out



Principal's Report

- All activities should reflect a positive balance.

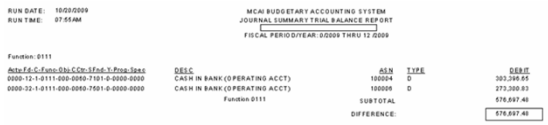
Reports can be your friend!

Additional Reports to Run and Check Prior to Monthly Upload

Remember, these reports do not have to be printed, but can be run to the screen and checked.

1. Trial Balance

- There are a minimum of three Trial Balance reports that should be checked each month.
  - #1 – Trial Balance for Cash Account(s) – (1-0111)



RUN DATE: 10/09/2009
RUN TIME: 07:55AM

MCAI BUDGETARY ACCOUNTING SYSTEM
JOURNAL SUMMARY TRIAL BALANCE REPORT
FISCAL PERIOD/YEAR: 0/2009 THRU 12/2009

Function: 0111

Acte-Fd-C-Func-Obj-CCtr-Sfnd-Y-Prog-Spec	DESC	ASN	TYPE	DEBIT
0000-12-1-0111-000-0060-7501-0-0000-0000	CASH IN BANK (OPERATING ACCT)	100004	D	303,296.65
0000-32-1-0111-000-0060-7501-0-0000-0000	CASH IN BANK (OPERATING ACCT)	100006	D	273,300.83
	Function 0111	SUBTOTAL		576,597.48
		DIFFERENCE:		576,597.48

- Compare Trial Balance cash account total to the adjusted statement balance on the Bank Statement Reconciliation.

RUN DATE: 10/09/2009
RUN TIME: 07:54AM

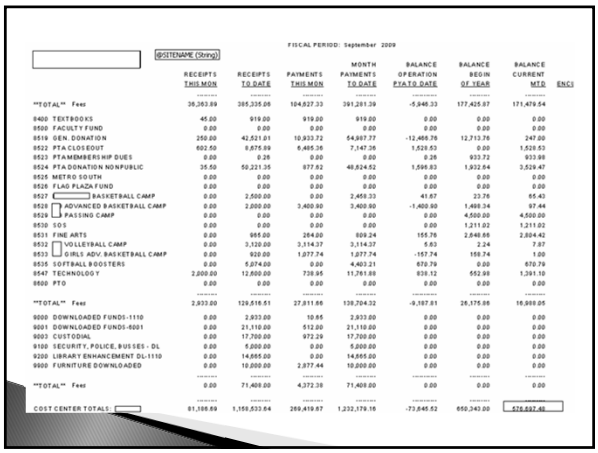
MCAI BUDGETARY ACCOUNTING SYSTEM
RECONCILIATION REPORT
STATEMENT ENDING DATE: 09/30/2009

*** RECONCILIATION ITEMS ***

REFERENCE	TRANS CODE	COMMENT	TRANS DATE	OUTSTANDING	CLEARED
OTHER RECONCILIATION ITEMS					
2	Receipt		10/01/2009	0.01	
3	Receipt	ch 14493 cleared for wrong amt.	12/01/2009	0.60	
1	Disburse	DEPOSIT CORRECTION 3-31-08	03/09/2009		0.30
1	Receipt		05/01/2009	0.01	
1	Receipt	dep. in transit	05/01/2009		1,381.57
1	Disburse	visa credit	09/09/2009	24.97	
2	Disburse		09/09/2009	0.30	
		OTHER RECONCILIATION ITEMS TOTAL =====		-24.65	1,381.57
		GRAND TOTAL OUTSTANDING:		66,394.08	

ADJUSTED STATEMENT BALANCE:	576,597.48
BEGINNING BOOK BALANCE:	763,850.46
PLUS DEBITS:	25,422.28
LESS CREDITS:	212,315.26
ENDING BOOK BALANCE:	576,597.48
***STATEMENT AND BOOK IN BALANCE:	0.00
NUMBER OF CHECKS OUTSTANDING:	82
NUMBER OF CHECKS CLEARED:	179

- Compare Trial Balance Cash Account total to the total activity balance on the Principal's Report.

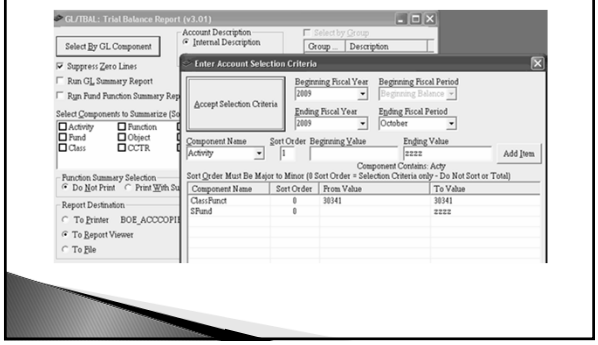


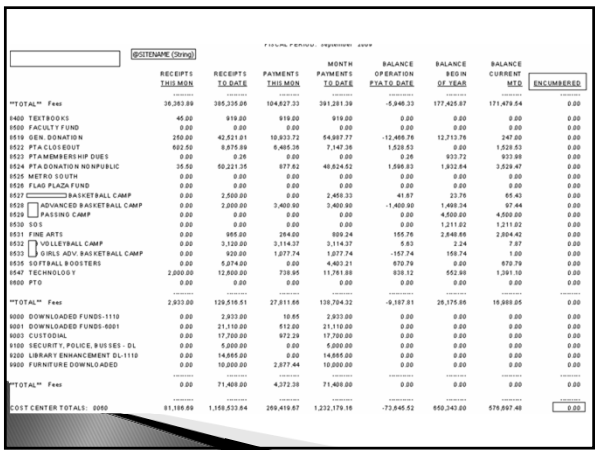
FISCAL PERIOD: September 2009

@SITENAME (String)

	RECEIPTS THIS MON	RECEIPTS TO DATE	PAYMENTS THIS MON	MONTH PAYMENTS TO DATE	BALANCE OPERATION PYA TO DATE	BALANCE BEGIN OF YEAR	BALANCE CURRENT MTD	ENCI
TOTAL Fees	36,363.89	385,335.06	104,827.33	391,281.39	-5,946.33	177,425.87	171,479.54	
8400 TEXTBOOKS	45.00	919.00	919.00	919.00	0.00	0.00	0.00	
8500 FACULTY FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8519 GEN. DONATION	250.00	42,521.01	10,933.72	54,997.77	-12,466.76	12,713.76	247.00	
8522 PTA CLOSEOUT	602.50	8,675.89	6,465.36	7,147.36	1,528.53	0.00	1,528.53	
8523 PTA MEMBERSHIP DUES	0.00	0.26	0.00	0.00	0.26	933.72	933.98	
8524 PTA DONATION NONPUBLIC	35.50	50,221.35	677.82	48,624.52	1,596.83	1,932.64	3,529.47	
8525 METRO SOUTH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8526 FLAG PLAZA FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8527 [redacted] BASKETBALL CAMP	0.00	2,500.00	0.00	2,458.33	41.67	23.76	65.43	
8528 ADVANCED BASKETBALL CAMP	0.00	2,000.00	3,400.90	3,400.90	-1,400.90	1,498.34	97.44	
8529 PASSING CAMP	0.00	0.00	0.00	0.00	0.00	4,500.00	4,500.00	
8530 SOS	0.00	0.00	0.00	0.00	0.00	1,211.02	1,211.02	
8531 FINE ARTS	0.00	965.00	264.00	809.24	155.76	2,648.66	2,804.42	
8532 VOLLEYBALL CAMP	0.00	3,120.00	3,114.37	3,114.37	5.63	2.24	7.87	
8533 GIRLS ADV. BASKETBALL CAMP	0.00	920.00	1,077.74	1,077.74	-157.74	158.74	1.00	
8535 SOFTBALL BOOSTERS	0.00	5,074.00	0.00	4,403.21	670.79	0.00	670.79	
8547 TECHNOLOGY	2,000.00	12,600.00	738.95	11,761.88	838.12	552.98	1,391.10	
8600 PTO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL Fees	2,933.00	129,516.51	27,811.66	138,704.32	-9,187.81	26,175.86	16,988.05	
8000 DOWNLOADED FUNDS-1110	0.00	2,933.00	10.65	2,933.00	0.00	0.00	0.00	
8001 DOWNLOADED FUNDS-6001	0.00	21,110.00	512.00	21,110.00	0.00	0.00	0.00	
8003 CUSTODIAL	0.00	17,700.00	972.29	17,700.00	0.00	0.00	0.00	
8100 SECURITY, POLICE, BUSSES - DL	0.00	5,000.00	0.00	5,000.00	0.00	0.00	0.00	
8200 LIBRARY ENHANCEMENT DL-1110	0.00	14,865.00	0.00	14,865.00	0.00	0.00	0.00	
8900 FURNITURE DOWNLOADED	0.00	10,000.00	2,877.44	10,000.00	0.00	0.00	0.00	
TOTAL Fees	0.00	71,408.00	4,372.38	71,408.00	0.00	0.00	0.00	
COST CENTER TOTALS: [redacted]	81,186.89	1,159,533.64	269,419.67	1,232,179.16	-73,645.52	650,343.00	576,697.48	

- #2 – Trial Balance for Encumbrances (3-0341)





FISCAL PERIOD: September 2009

@SITENAME (String)

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TOTAL Fees	36,363.89	385,335.06	104,827.33	391,281.39	-5,946.33	177,425.87	171,479.54	0.00
8400 TEXTBOOKS	45.00	919.00	919.00	919.00	0.00	0.00	0.00	0.00
8500 FACULTY FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8519 GEN. DONATION	250.00	42,521.01	10,933.72	54,997.77	-12,466.76	12,713.76	247.00	0.00
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8523 PTA MEMBERSHIP DUES	0.00	0.26	0.00	0.00	0.26	933.72	933.98	0.00
8524 PTA DONATION NONPUBLIC	35.50	50,221.35	677.82	48,624.52	1,596.83	1,932.64	3,529.47	0.00
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8526 FLAG PLAZA FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8527 [redacted] BASKETBALL CAMP	0.00	2,500.00	0.00	2,458.33	41.67	23.76	65.43	0.00
8528 ADVANCED BASKETBALL CAMP	0.00	2,000.00	3,400.90	3,400.90	-1,400.90	1,498.34	97.44	0.00
8529 PASSING CAMP	0.00	0.00	0.00	0.00	0.00	4,500.00	4,500.00	0.00
8530 SOS	0.00	0.00	0.00	0.00	0.00	1,211.02	1,211.02	0.00
8531 FINE ARTS	0.00	965.00	264.00	809.24	155.76	2,648.66	2,804.42	0.00
8532 VOLLEYBALL CAMP	0.00	3,120.00	3,114.37	3,114.37	5.63	2.24	7.87	0.00
8533 GIRLS ADV. BASKETBALL CAMP	0.00	920.00	1,077.74	1,077.74	-157.74	158.74	1.00	0.00
8535 SOFTBALL BOOSTERS	0.00	5,074.00	0.00	4,403.21	670.79	0.00	670.79	0.00
8547 TECHNOLOGY	2,000.00	12,600.00	738.95	11,761.88	838.12	552.98	1,391.10	0.00
8600 PTO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Fees	2,933.00	129,516.51	27,811.66	138,704.32	-9,187.81	26,175.86	16,988.05	0.00
8000 DOWNLOADED FUNDS-1110	0.00	2,933.00	10.65	2,933.00	0.00	0.00	0.00	0.00
8001 DOWNLOADED FUNDS-6001	0.00	21,110.00	512.00	21,110.00	0.00	0.00	0.00	0.00
8003 CUSTODIAL	0.00	17,700.00	972.29	17,700.00	0.00	0.00	0.00	0.00
8100 SECURITY, POLICE, BUSSES - DL	0.00	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00
8200 LIBRARY ENHANCEMENT DL-1110	0.00	14,865.00	0.00	14,865.00	0.00	0.00	0.00	0.00
8900 FURNITURE DOWNLOADED	0.00	10,000.00	2,877.44	10,000.00	0.00	0.00	0.00	0.00
TOTAL Fees	0.00	71,408.00	4,372.38	71,408.00	0.00	0.00	0.00	0.00
COST CENTER TOTALS: 8060	81,186.89	1,159,533.64	269,419.67	1,232,179.16	-73,645.52	650,343.00	576,697.48	0.00

RUN TIME: 09:56AM

SUMMARY VERIFICATION REPORT

SUMLSVERF

FISCAL PERIOD/YEAR: 12/2009

COST CENTER NUMBER:

BALANCE SHEET BEGINNING BALANCES

TOTAL ASSETS	650,343.00
TOTAL LIABILITIES AND EQUITY	650,343.00

IN BALANCE

VERIFY CONTROL ACCOUNTS WITH ACTIVITY ACCOUNTS

TOTAL ASSETS	576,697.48
TOTAL LIABILITIES	0.00
TOTAL EQUITY	650,343.00
TOTAL OPERATIONS	-73,645.52
	576,697.48

IN BALANCE

VERIFY ACTIVITY BALANCES WITH ASSETS AND LIABILITIES

TOTAL ASSETS	576,697.48
TOTAL LIABILITIES	0.00
TOTAL ASSETS LESS TOTAL LIABILITIES	576,697.48
TOTAL ACTIVITY BALANCES	576,697.48

IN BALANCE

OPEN PURCHASE ORDERS BALANCES

RESERVED FOR ENCUMBRANCE	0.00
OFFSET TO RESERVED FOR ENCUMBRANCE	0.00

IN BALANCE

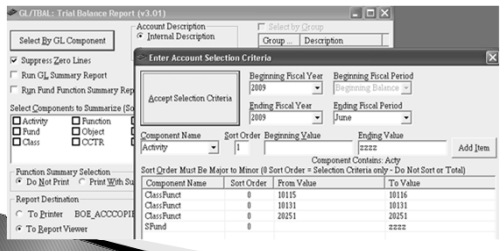
RESERVED FOR ENCUMBRANCE	0.00
NO OPEN PURCHASE ORDERS FOR THIS COST CENTER	0.00

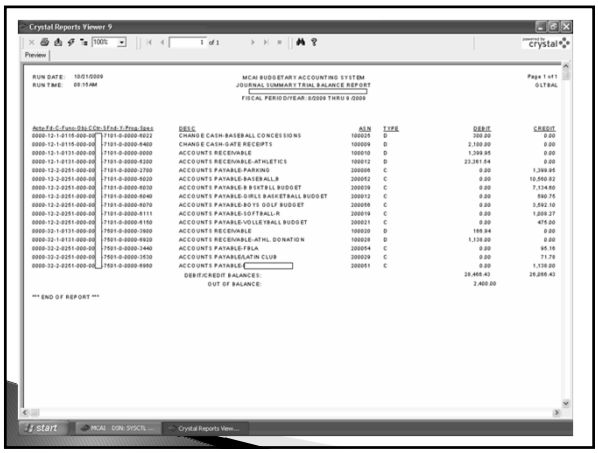
IN BALANCE

AS OF: 08/01/2009

Actv-Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec	PO NUMBER	PO DATE	ST	VENDOR NAME	COMP AMT	ENC AMT
Activity 0524						
0524-32-5-2190-409-0060-7501-0-1500-0000	09-601123	06/06/09	O	MAGIC CITY SPTSW	0.00	946.00
	09-601124	06/06/09	O	OFFICE DEPOT	0.00	50.00
0524-32-5-2190-409-0060-7501-0-1500-0000 TOTAL:					0.00	996.00
0524-32-5-9800-699-0060-7501-0-9800-0000	09-601112	07/29/09	O	KENNEITH DONALD	0.00	150.00
	09-601179	08/18/09	O	MICHAEL NEEL	0.00	300.00
	09-601253	08/25/09	O	MICHAEL NEEL	0.00	45.00
0524-32-5-9800-699-0060-7501-0-9800-0000 TOTAL:					0.00	495.00
Activity 0524 TOTAL:					0.00	2,499.59
Activity 0531						
0531-12-5-1100-411-0060-7101-0-1500-0000	09-601321	09/27/09	O	POWERHOUSE SOUND	0.00	299.00
Activity 0531 TOTAL:					0.00	299.00
Activity 0547						
0547-12-5-1100-411-0060-7101-0-1500-0000	09-601247	09/09/09	O	LIGHTSPEED TECHNOLOGIES	0.00	40.00
0547-12-5-1100-411-0060-7101-0-1500-0003	09-601051	06/03/09	O	CLEVERBRIDGE	0.00	84.95
	09-601052	06/29/09	O	DANIEL COMMUNICATIONS INC.	0.00	24.00
0547-12-5-1100-411-0060-7101-0-1500-0003 TOTAL:					0.00	108.95
Activity 0547 TOTAL:					0.00	148.95
Activity 9001						
9001-12-5-2215-302-0060-7101-0-1500-0004	09-600760	03/11/09	O	MARISA BURNS	0.00	20.00
	09-600914	04/07/09	O	SAMFORD UNIVERSITY	0.00	495.00
9001-12-5-2215-302-0060-7101-0-1500-0004 TOTAL:					0.00	515.00
Activity 9001 TOTAL:					0.00	515.00
Activity 9003						
9003-12-5-3200-441-0060-7101-0-1500-0000	09-601177	08/18/09	O	WALTER BEVERLY	0.00	62.50
Activity 9003 TOTAL:					0.00	62.50
Activity 9900						
9900-12-5-1100-492-0060-7101-0-1500-0000	09-601099	07/02/09	O	OFFICE DEPOT	0.00	300.00
	09-601105	07/02/09	O	OFFICE DEPOT	0.00	290.00
	09-601106	07/02/09	O	TERRELL ENTERPRISES	0.00	1,280.00
9900-12-5-1100-492-0060-7101-0-1500-0000 TOTAL:					0.00	1,870.00
Activity 9900 TOTAL:					0.00	1,870.00
GRAND TOTALS:					0.00	154,179.93

- #3 – Trial Balance for Payables/Receivables (Class/Function 2-0251 and 1-0131), Change Cash (Class/Function 1-0115) and Petty Cash (Class/Function 1-0116)




Crystal Reports Viewer 9

RUN DATE: 10/1/2009
RUN TIME: 09:15AM

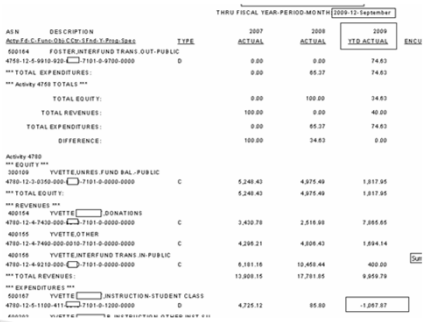
MCAI BUDGETARY ACCOUNTING SYSTEM
JOURNAL SUMMARY TRIAL BALANCE REPORT
FISCAL PERIOD/YEAR: 0/2009 THRU 0 /2009

Page 1 of 1
GLTBAL

Acty-Fd-C-Func-Obj-CCtr-Sfnd-Y-Prog-Spec	DESC	ASN	TYPE	DEBIT	CREDIT
0000-12-1-0115-000-00 7101-0-0000-9022	CHANGE CASH-BASEBALL CONCESSIONS	100025	D	300.00	0.00
0000-12-1-0115-000-00 7101-0-0000-9400	CHANGE CASH-GATE RECEIPTS	100009	D	2,100.00	0.00
0000-12-1-0131-000-00 7101-0-0000-0000	ACCOUNTS RECEIVABLE	100010	D	1,399.95	0.00
0000-12-1-0131-000-00 7101-0-0000-9200	ACCOUNTS RECEIVABLE-ATHLETICS	100012	D	23,261.84	0.00
0000-12-2-0251-000-00 7101-0-0000-2700	ACCOUNTS PAYABLE-PARKING	200005	C	0.00	1,399.95
0000-12-2-0251-000-00 7101-0-0000-9020	ACCOUNTS PAYABLE-BASEBALL/I	200052	C	0.00	10,560.92
0000-12-2-0251-000-00 7101-0-0000-9030	ACCOUNTS PAYABLE-B BVSTBLL BUDGET	200039	C	0.00	7,134.60
0000-12-2-0251-000-00 7101-0-0000-9040	ACCOUNTS PAYABLE-GIRLS BASKETBALL BUDGET	200012	C	0.00	590.75
0000-12-2-0251-000-00 7101-0-0000-9070	ACCOUNTS PAYABLE-BOYS GOLF BUDGET	200056	C	0.00	3,592.10
0000-12-2-0251-000-00 7101-0-0000-9111	ACCOUNTS PAYABLE-SOFTBALL/R	200019	C	0.00	1,009.27
0000-12-2-0251-000-00 7101-0-0000-9150	ACCOUNTS PAYABLE-VOLLEYBALL BUDGET	200021	C	0.00	475.00
0000-12-1-0131-000-00 7501-0-0000-3900	ACCOUNTS RECEIVABLE	100030	D	189.94	0.00
0000-12-1-0131-000-00 7501-0-0000-9920	ACCOUNTS RECEIVABLE-ATHL. DONATION	100028	D	1,139.00	0.00
0000-32-2-0251-000-00 7501-0-0000-3440	ACCOUNTS PAYABLE-FBLA	200054	C	0.00	95.16
0000-32-2-0251-000-00 7501-0-0000-3530	ACCOUNTS PAYABLE/EAGTN CLUB	200029	C	0.00	71.79
0000-32-2-0251-000-00 7501-0-0000-5980	ACCOUNTS PAYABLE [redacted]	200051	C	0.00	1,139.00
	DEBIT/CREDIT BALANCES:			29,468.43	26,068.43
	OUT OF BALANCE:			2,400.00	

*** END OF REPORT ***

2 – Budget Analysis


THRU FISCAL YEAR-PERIOD-MONTH 2009-12-September

ASN DESCRIPTION Acty-Fd-C-Func-Obj-CCtr-Sfnd-Y-Prog-Spec	TYPE	2007 ACTUAL	2008 ACTUAL	2009 YTD ACTUAL	ENCU
500164 FOSTER,INTERFUND TRANS.OUT-PUBLIC					
4768-12-5-9910-920 [redacted] 7101-0-9700-0000	D	0.00	0.00	74.63	
*** TOTAL EXPENDITURES:		0.00	65.37	74.63	
*** Activity 4768 TOTALS ***					
TOTAL EQUITY:		0.00	100.00	34.63	
TOTAL REVENUES:		100.00	0.00	40.00	
TOTAL EXPENDITURES:		0.00	65.37	74.63	
DIFFERENCE:		100.00	34.63	0.00	
Activity 4780					
*** EQUITY ***					
300109 YVETTE,UNRES.FUND BAL.-PUBLIC					
4780-12-3-0350-000 [redacted] 7101-0-0000-0000	C	5,240.43	4,975.49	1,817.95	
*** TOTAL EQUITY:		5,240.43	4,975.49	1,817.95	
*** REVENUES ***					
400154 YVETTE [redacted] DONATIONS					
4780-12-4-7430-000 [redacted] 7101-0-0000-0000	C	3,430.70	2,519.99	7,395.65	
400155 YVETTE,OTHER					
4780-12-4-7490-000-0010-7101-0-0000-0000	C	4,206.21	4,806.43	1,894.14	
400156 YVETTE,INTERFUND TRANS.IN-PUBLIC					Sun
4780-12-4-9210-000 [redacted] 7101-0-0000-0000	C	6,181.16	10,468.44	400.00	
*** TOTAL REVENUES:		13,908.15	17,791.85	9,959.79	
*** EXPENDITURES ***					
500167 YVETTE [redacted] INSTRUCTION-STUDENT CLASS					
4780-12-5-1100-411 [redacted] 7101-0-1200-0000	D	4,725.12	85.80	-1,067.87	

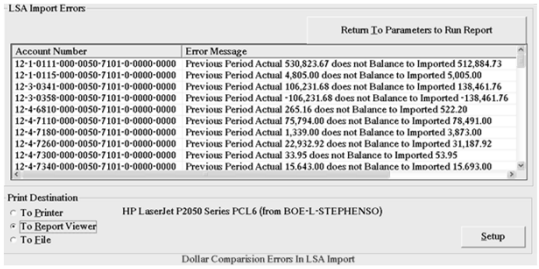
3 – Allocation Tracking

- Fund Report for allocation type
- Activity Report tied to allocation type

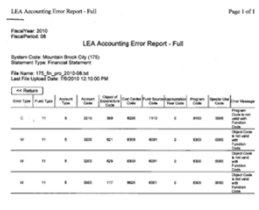
Review and Edit Checks

- Review of all monthly reports submitted by local schools
- Correct errors
- Import to Central Office books
- Import file error report
- Upload to State Department web site
- Edit check report
- Final approval of upload

LSA Upload to Central Office Errors



Upload to State Department

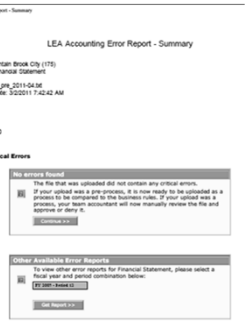


Critical – upload file will not be accepted with any critical errors.

Warnings – notification that an account code combination may be out of the norm. Upload can proceed. Review for correct coding and correct (if warranted) for future uploads.

Error Report | Error Types

Upload Acceptance


LEA Accounting Error Report - Summary

FiscalYear: 2011
FiscalPeriod: 04

LEA Accounting Error Report - Summary

System Code: Mountain Brook City (175)
Statement Type: Financial Statement

File Name: 175_fin_pre_2011-04.txt
Last File Upload Date: 5/2/2011 7:42:42 AM

Summary
Critical Errors: 0
Warnings: 5

Top 25 of 0 Critical Errors

No errors found

The file that was uploaded did not contain any critical errors.
If your upload was a pre-process, it is now ready to be uploaded as a process to be compared to the business rules. If your upload was a process, your team accountant will now manually review the file and approve or deny it.

Continue >>

Other Available Error Reports

To view other error reports for Financial Statement, please select a fiscal year and period combination below:

Get Report >>

State Department Deadline

Monthly upload file to State Department must be submitted no later than 45 days following the last day of the month upload is for.

Consequences of not meeting upload deadline:

School system Superintendent is notified of "failure to comply" and funds from State Department may be held by State Dept..

Thank you!

Lois Stephenson
Mountain Brook City Schools

stephensonl1@mtnbrook.k12.al.us